

## **INSTRUCTIONS**

### **ARMY ACQUISITION WORKFORCE FULFILLMENT PROGRAM**

This document provides Army implementing instructions for the ADS-99-03-GD, the Department of Defense's Acquisition Career Management Mandatory Course Fulfillment Program and Competency Standards.

The purpose of the Fulfillment Program is to enable Army Acquisition Workforce (AAW) members to receive credit for mandatory Defense Acquisition University (DAU) courses for which they already have the required competencies. It also provides non-AAW members an opportunity to receive credit for experience, as appropriate, for mandatory acquisition training.

The Army does not support Fulfillment for Level III mandatory DAU courses. Acquisition professionals certified at Level III are considered experts in their functional areas; as such, their expertise and knowledge are expected to be current and continuously updated. Fulfillment of mandatory training at Level III would not be consistent with this philosophy. Under extraordinary circumstances, exceptions may be granted by the Deputy Director, Acquisition Career Management.

The Army does not support Fulfillment where DAU offers the opportunity to take a comprehensive test in lieu of attending a course. Course credit must be obtained by examination.

The Army does not support Fulfillment for DAU courses offered through distance learning. Credit must be obtained by taking the course on-line.

The ADS-99-03-GD may be found on the DAU Homepage, <http://www.acq.osd.mil/dau>. It contains the policies and procedures, DD Form 2518 (Fulfillment of Mandatory Training Requirements), and the self-assessment forms listing the competency standards for each DAU course. DAU will update the Guide as new training requirements change.

Approval levels for the AAW are shown on the following table:

<u>LEVEL</u>	<u>REVIEWING OFFICIAL</u>	<u>APPROVAL AUTHORITY</u>
Level 1	Career Manager *	Certifying Official**
Level 2	Career Manager *	Certifying Official**
Level 3	<b>NO FULFILLMENT</b>	

**\* Career Managers:**

- **Functional Acquisition Specialist (FAS):** Acquisition Corps/ Career Development Group
- **Acquisition Workforce Specialist (AWSS):** Acquisition Workforce/ Corps Eligibles
- **Assignment Officers:** Active Duty Military
- **Chief, National Guard Acquisition Career Management Office:** National Guard
- **Chief, Reserve Acquisition Career Management Office (ACMO):** Army Reserve

\*\* Same as for Acquisition Career Field Certification Policy

The approval process for Fulfillment of mandatory DAU courses follows:

a. Employee completes Section I of DD form 2518 (Appendix A of Guide) and a self-assessment for the course for which Fulfillment is sought (Chapter 2 of Guide). Include any documentation which will support the request for Fulfillment credit; e.g., SF 52s, college transcripts, transcripts from Government sponsored training, letters from supervisors detailing competencies which specifically address the course competencies. All competencies for each course must be addressed and satisfactorily met. Employee signs in Block 6 of the form and obtains initials of supervisor to the left of his/her signature.

b. Employee submits the Fulfillment request to the Reviewing Official. The Reviewing Official determines the adequacy of the information supporting the request for Fulfillment. Under Section II of DD Form 2518, the Reviewing Official marks through "Individual has gained requisite skills and knowledge as proposed in Section I" (in Item 16.a ) and pens in "adequate documentation included." Reviewing Official concurs or non-concurs that adequate documentation is included in the Fulfillment request, signs in Block 17 (marks through Supervisor), and pens in "Reviewing Official" in Block 19.

c. Reviewing Official submits the Fulfillment request to the Certifying Official. When the Reviewing Official concurs, he/she submits the Fulfillment request to the Certifying Official for the career functional area in question for approval. If needed, the Certifying Official may request additional information. The Certifying Official approves or disapproves the Fulfillment request by completing Section III of DD Form 2518 and returning it to Reviewing Official. (In Block 25, indicate "Certifying Official." A disapproved request for Fulfillment may be appealed to the Proponency Officer for the representative career field, Acquisition Career Management Office. Final decision for appeals lies with the Functional Career Representative.

d. Employees who take a DAU comprehensive test to obtain course credit in lieu of attending the course will use the following process rather than that outlined in paragraphs a, b and c, above. Employee will complete DD form 2518, Fulfillment of DoD Mandatory Training Requirements. For documentation of competency, employee will attach verification of the testing results from DAU rather than a self-assessment of the competencies. Employee will submit the DD Form 2518 to the Reviewing Official for concurrence. The Reviewing Official forwards to the Certifying Official for concurrence and signature. The Certifying Official returns to the Reviewing Official.

e. Reviewing Official updates official records: Reviewing Official updates official record and returns DD Form 2518 to the requesting individual.